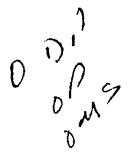
Declassified in Part - Sanitized Copy Approved for Release 2012/10/05:

CIA-RDP10T01930R000100090009-1

11 October 1983

TO: (Name, office symboliding, Agency/P	Initials	Date		
.Records Man	agement Officer,	DDA		
9				
	_			,
3.				
				•
3.				
Action	File	Note	and Retu	rn
Approval	For Clearance	Per Conversation		
As Requested	For Correction	Prepare Reply		
Circulate	For Your Information	See Me		
Comment	Investigate	Sign	ature	
Coordination	Justify			

REMARKS



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

STAT	Post)	Room No.—Bldg.
Chief, OC/OL/IMC		Phone No.
STAT		

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05: CIA-RDP10T01930R000100090009-1 CIA-RDP10T01930R000100090009-1

 Declass 	ified in Part	 Sanitized Copy 	Approved for Release	: 2012/10/05 : C	CIA-RDP10T01	1930R000100090009-1

ADMINISTRATIVE-INTERNAL USE ONLY

OC/OL/IMC-M83-060 11 October 1983

STAT	MEMORANDUM FOR:	
		Records Management Officer, DDA
STAT	FROM:	
		Chief, Information Management Center, OC/OL
	SUBJECT:	Annual Records Inventory
, , , , .	Attached is Communications f	s the annual records inventory for the Office of for FY-83.
STAT	Attachment: As	stated
	Hoodelimeno. Ho	

ADMINISTRATIVE-INTERNAL USE ONLY

Declassified in Part - Sanitized Copy Approved for Release 2012/10/05 : CIA-RDP10T01930R000100090009-1

ANNUAL REPORT OF RECORDS HOLDINGS				NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.		
TO: FROM:					(Directorate and Office).
Chief, Records	Syste	ems Branch,	RMD	DDA	/0C ·	
1. OFFICE FILES: Corres	oondence, Co	ases, Etc.			LINEAR FEET 2320	CUBIC FEET 2036
Z. CANDISIZE FILES:	•	ards, Others. e microforms.			0.	0
3. ODD-SIZE MATERIAL:	Maps, Photo Movie Film,	graphs, Charts, Etc.	-	,	51 -	51
4. REFĘRENCE MATERIAL	Library b	ooks, Catalogs, Etc.,			2627	2627
5. MAGNETIC RECORDS	Computer	Tapes	NU 11	mber 42	//////////////////////////////////////	163
	Audio Tap	es	13	28	//////////////////////////////////////	66
	Video Tapes		21	86	//////////////////////////////////////	312
	Disc Packs Word Processing Magnetic Tapes		-	54	//// ÷ 2 = ////	27
			0		//// ÷ 72 =////	. 0
. *	Word Processing Magnetic Cards			//////////////////////////////////////	78 ÷ 6 =	13
Magnetic Diskettes 51/4''		liskettes 5¼''	11/1	/////// //////	0 ÷ 5 =	0
	Magnetic Diskettes 8'' Paper Tapes (on reels)		1111	//////////////////////////////////////	241 ÷ 2 =	120
:				0 .	//// ÷ 72 = ////	0
6. MICROFORM RECORDS	Reels	NUMBER (16mm) O	NUME 21	3ER (35mm) 26	16mm ÷ 84 = //	39
	Aperture C	ards	///// ////		8 ÷ 6 =	1
	Microfiche		////		23 ÷ 6 =	4
7. TOTAL VOLUME ON HAND (1 through 6) *This includes OC/ED-Library 707 Feet of Reference material which came under OC control in July					5459 *	
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				4415		
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE DECREASE					1044	
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR					687	

STAT

FORM 12-81 3581 OBSOLETE PREVIOUS

.

11 Oct. 83

Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	l linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linean feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0